Sick Leave Pool Guidelines

Submit all documentation required for requesting the use of SLP hours to the CHR Leave Team at least one pay period prior to the date on which the employee intends to begin using SLP hours.

Employees must not be certified for SLP hours until the departmental leave coordinator has been notified by the CHR Leave Team that the use of SLP hours has been approved.

I.   Documentation Required to Request Use of Hours from the SLP

The following documentation is required to request the use of SLP hours:

1.   Employees are required to have a current FMLA Request form and medical certification for the same diagnosed condition prior to applying for SLP hours.

2.   **USF Sick Leave Pool Request to Use Hours** (form). For each additional request a USF SLP Request to Use Hours form is required. The form must be signed by the employee and supervisor.

3.   Proof that the employee has used 40 hours towards illness or 40 hours of Leave Without Pay (LWOP).

4.   Projected timesheets for each pay period showing breakdown of SLP hours requested by pay period. Upon approval by the CHR Leave Team, each timesheet must be dated with supervisor's original signature before certification of payroll. (Staff employees only).

5.   Timesheets should be used as a **working copy** for projecting SLP hours for Administration and Faculty employees.

II.   Requesting Use of Hours from the SLP

Once the supervisor has authorized the employee's leave of absence, the departmental Attendance & Leave Coordinator must submit the required documentation to the CHR Leave Team for approval no later than the pay period prior to the one in which the member will exhaust all personal leave. If documentation is not submitted in a timely manner the department must submit the "Sick Leave Pool Request for Late Submission of Hours" Form before approval can be granted.

III.   Use of Hours Approval from the Leave Team

Upon approval from the Leave Team, you will receive the following:

1.   Approval letter verifying use of hours from the SLP.

2.   Memorandum confirming use of hours were certified for payment. Leave coordinator or supervisor must sign and return to the CHR Leave Team on the date indicated on the memorandum.

3.   Breakdown of the employee's SLP usage by pay period.

IV.   Tracking SLP Usage in ALT

1.   Ensure all leave from the prior pay period has been tracked in ALT before SLP hours are used.
2.   Leave must be tracked by pay period and counted towards the FMLA entitlement

V.   Contribution of Hours to SLP upon Termination of Employment

Upon termination of employment, verify employee is a member of the SLP and email the

following information to the CHR Leave Team:

1. Name of employee
2. Employee ID#
3. Department Name
4. Effective date of termination
5. Number of hours employee donated to SLP (up to 16)

Prior to sending the email to CHR, enter "**SL-**" negative adjustment in the sick leave balance to deduct the hours in ALT and enter the "**SP Term**" as the reason code on the approval tab.

Note: all steps must be completed prior to any payouts.